

# STUDENT VOLUNTEERS



SCHOOL: \_\_\_\_\_

RETURN TO JIM LAMBERT BY APRIL 1, 2011

Please PRINT the student's names for each assignment.

*Each year we need assistance from student volunteers for some of the conference activities. Please provide the names of those interested students you believe will best represent your school in assisting with the following duties. We will notify you and have you contact the selected students after the assignments are made. Students will need to be prepared to carry out their assigned activities throughout the conference. The selected volunteers must attend the orientation meeting or practice session prior to their respective events. Preference will be given to those who are first to respond.*

## CONFERENCE EMCEE(S)

Four students will be selected to participate as Emcees throughout the conference including the Opening Session and the Awards Luncheon and Ceremony. Duties may include: making introductions, making speeches using prepared scripts, etc.

Students selected for this assignment should be *effective speakers* who are comfortable in front of a large audience. Opening Session Emcees will attend a practice session on Tuesday, May 3<sup>rd</sup> at 11:00 a.m. in the Conference Center. Awards Luncheon Emcees will attend a practice session on Wednesday, May 4<sup>th</sup> at 10:00 a.m. in the Conference Center.

### OPENING SESSION

- 1.
- 2.

### AWARD'S LUNCHEON & CEREMONY

- 1
- 2.

## REGISTRATION DESK VOLUNTEER

Three students will be selected to work at the Registration Desk. Duties will include, but are not limited to: setting up the registration area; handing out conference packets; directing students, teachers and other guests to appropriate rooms; and providing general conference information. Students selected for this assignment should be able to work well under pressure. Registration Desk Volunteers will check in with the JMG staff on Tuesday, May 3<sup>rd</sup> at 8:00 a.m. in the Hotel Lobby.

- 1.

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## STUDENT ASSISTANTS

The selected candidates will be assisting with the Talent Show; AmeriCorps, Workshops, and Competitive Events. Those students who volunteer in these areas must be driven to accomplish many feats in a small amount of time and will be asked to assist the facilitators and JMG staff during their scheduled events. Those selected to assist with the Competitive Event Chairman (CE Runners) must be available both Tuesday and Wednesday, May 3 & 4 and must attend an informational meeting that will inform them of their assignments.

### TALENT SHOW

- 1.
- 2.

### AMERICORPS WORKSHOP

- 1
- 2.

### WORKSHOP VOLUNTEERS

- 1.
- 2.

### COMPETITIVE EVENT RUNNERS

- 1
- 2.

*You will be notified of your volunteer meeting & location prior to the conference.*

## COURTESY CORP MEMBER

Four students will be selected to act as Courtesy Corps Members during the conference. Duties will include but are not limited to: running errands; helping hang the banners; setting up tables and chairs for break snacks, etc; assisting with Award's Ceremony "set-up" and decorations; and other duties as assigned by the JMG staff.

- 1.

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*You will be notified of your volunteer meeting & location prior to the conference.*

## CREED PRESENTER

One student will be selected to give the Montana Career Association Creed during the Opening Session. The student who gives the creed must be an effective speaker and comfortable speaking in front of a large audience. The Creed Presenter must attend the practice session at 11:00 a.m. on Tuesday, May 3<sup>rd</sup> in the Conference Center.

- 1.

## **COLOR GUARD**

Six students will be selected to present the colors (flags) during the Opening Session. Students selected to present the colors must attend the practice session on Tues. May 3<sup>rd</sup> at 11:00 a.m. in the Conference Center.

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## **AWARD ORGANIZER / PRESENTER**

Four students will be selected to assist in organizing the awards and plaques during the Award's Luncheon and Ceremony. Duties may include but are not limited to: organizing the awards and plaques on the display table; presenting the awards to the competitive event winners; or other duties as assigned throughout the morning. Award Ceremony Volunteers must be in the Conference Center on Wednesday, May 4<sup>th</sup> no later than 10:00 a.m.

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## **PHOTOGRAPHER'S ASSISTANT**

One student will be selected to assist the photographer during the Award's Luncheon and Ceremony. Duties may include but are not limited to: organizing the competitive event signs for each photo; presenting the awards to the competitive event winners; assisting with the photos; or other duties as assigned throughout the morning. The Photographer's Assistant must be in the Conference Center on Wednesday, May 4<sup>th</sup> no later than 11:00 a.m.

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